

Jaguar Building Services

Quarterly

NEWSLETTER

January 2019



HIGHLIGHTS

X Our Growth at a Glance

Read about Jaguar's growth over 2018 in the year that we celebrated our 30th Anniversary (pg. 3)

X An update from Health & Safety

Health & Safety Manager, Louise Davies provides a Toolbox talk reminder, and some interesting facts on asbestos (pg. 6)

X A Day in the Life of...

Read about what it's like to be an apprentice at Jaguar. We visited Jack Cook at Moor Place to get his take on learning on the job (pg. 8)

The Best Finds on Jaguar's Perkbox

We give you the best perks found on the Perkbox app. These perks are easily accessible to all Jaguar employees and can save you a fortune! (pg. 12)

A Chance to WIN

We are giving away a prize to anyone who can answer our technical question. All answers to be submitted by the 18th March (pg. 13)



Welcoming 2019 Our Brand New Newsletter

As we enter into the New Year, we are looking at ways to improve communications across our organisation. Our newsletter has been released in aim to bridge this gap, learn a little more about each other and members of the Jaguar team in other locations. Please take the time to have a quick read, and we hope you enjoy.

We would like to take this opportunity to wish everyone a very happy and healthy 2019!

A note from our Directors



Left to right: Managing Director Paul Roberts, Associate Director Tony Jackaman, Operations Director Steve Jackaman, Associate Director Robbie Kitson

the year ahead, we

and successes of the

business"

In 2018 we not only celebrated our 30th Anniversary, but also achieved some fabulous wins whilst retaining every contract that came up for renewal.

I am enormously grateful for the efforts that each and every one of you make on a day to day basis. This year Lintend to make a greater effort to get around our sites, and very much look forward to meeting with

Wishing you all the very best for 2019.

Paul Roberts, Managing **Director**

"2018 was a good year for Jaguar and I believe 2019 will be an exciting one for the business. As we look towards the year ahead, we intend to keep you up to date on the growth and successes of the business, and therefore are looking at ways to improve our communication across the organisation. We want the newsletter to be of interest to you, and would like to share details of your achievements, successful projects, shutdowns and dealing with emergencies with your colleagues. We'd also love to intend to keep you up hear of anything interesting you're up to to date on the growth outside of work, such as taking part in charity events, being part of a successful team, voluntary work, or your participation in anything you feel is relevant.

If you have any ideas for future content for the newsletter then please forward onto Rebekka Gough at Head Office.

I would like to thank you all again for your efforts last year, and we hope you are excited for the year to come as we move to the next stage of our growth." Steve Jackaman, Operations Director

"2018 has been yet another successful year for us at Jaguar, it comes as no surprise to me the business continues to go from strength to strength. I believe this emanates from the teams on-site and at Head Office, working hard and trying their level best to maintain our reputation within the industry, which I am extremely grateful for. "As we look towards `

I very much hope this newsletter will enable us all to share our experiences and successes during 2019." Robbie Kitson, Associate Director

"It's been an exciting period for Jaguar, which I'm confident will continue for the foreseeable future. Fortunately, the success of the company has allowed the Technical Services department to expand which will hopefully result in our increased interaction with the site based teams. For me, it's a huge privilege to work with the talented individuals who represent our company." Tony Jackaman,

Associate Director

Our Growth at a Glance...

Over the last 12 months we have secured over £6.7 million in new contracts, plus over £300k in tenant agreements. Our portfolio has expanded by 16.5% in the last year, with our total workforce increasing by

Below are the contracts that we won in 2018.



(1) Centre Point WC1



(2) Elephant Central SE1



(3) 70 Gracechurch St. EC3



(4) The Tower SW8



(5) 67 Lombard St. EC3



(6) Beaufort House EC3



(7) 45 Pall Mall SW1



(8) 25 Copthall Avenue



(9) 1&25 Knightsbridge SW1



(10) Lloyd's of London EC3

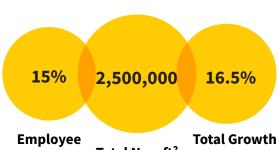


(11) 57 Broadwick St. & 37 Great Marlborough St. (W1)



(12) 100 New Oxford St. WC1

Statistics from Jan 2018 - Dec 2018



Growth

Total New ft² **Across London** in Contracts



The last 12 months have been significant at Jaguar as we entered our 30th year in business. Here's just a few of our highlights throughout 2018

Our 2018 Highlights





We achieved the RoSPA 2018 Silver Award



We received the Green Apple Award









Annual JLL 5k Run - September 2018



Annual Dragon Boat Race - July 2018

January

• Jaguar secured a 3 year M&E agreement for 45 Pall Mall

February

• We were awarded a 3 year M&E contract for 1 & 25 Knightsbridge

• Jaguar supported Glebe Football Club for under 16s. Our sponsorship helped to get Glebe FC a whole new kit!

• We were awarded the M&E contract at 100 New Oxford St.

Mav

• Following a retender, Jaguar successfully retained 1 Westferry Circus for a further 3 year term

🔵 June

- Jaguar were appointed the M&E contractors at Elephant Central
- We announced our sponsorship of the Danson Runners, assisting the club in continuing to run free for its members
- Our Carnaby Estate portfolio grew with the addition of 57 Broadwick St.

O July

- Jaguar secured a 3 year term at 70 Gracechurch St. for Savills
- We took part in the Annual Dragon Boat Race at Merchant Square
- We received the 2018 Silver RoSPA Award!

August

- Jaguar successfully secured the M&E contract at Centre Point
- We were appointed the M&E contractors at Beaufort House
- Jaguar proudly became a London Living Wage Employer!

) September

- We celebrated our 30th Anniversary with a party on the Thames
- Jaguar secured 67 Lombard St.
- A team of 20 Jaguar staff completed the annual JLL 5k run

- Jaguar were appointed at 25 Copthall Avenue for a 3 year term
- We were awarded the M&E contract at 37 Great Marlborough St. as part of the Carnaby Estates portfolio
- · We launched our new website!

November

- We were appointed to provide M&E services at The Tower
- Jaguar received the Green Apple Award for Best Environmental Practice

) December

- Jaguar secured the hard services contract at Lloyds of London
- Our Head Office team took part in the annual Christmas Jumper Day for charity, Save the Children
- Jaguar raised an impressive £20k for our chosen charity, The Ivy Street Family Centre



Our Projects team successfully completed over 44 projects in 2018, ranging from a £5k Pump replacement, to a £540k full building VRF System replacement



66 Wow, what a year 2018 was for the

Projects Department! Firstly, I would

Jaguar Projects Annual Summary

Below are some of our Project highlights from 2018

Chiller Replacement at 9 Albert Embankment, London

Jaguar Projects replaced two roof mounted Chillers and the associated distribution pipework at 9 Albert Embankment. The system was also cleaned and flushed. The project spanned a total of 12 weeks, with a successful result in prolonging the equipment's lifespan and improving energy efficiency.

VRF System Replacement at Fusion Point, Cardiff

Jaguar were appointed by Savills to replace the VRF Systems serving the Ground, 1st, 2nd and 3rd floors project installed at Fidelity UK Real Estate Fund, Cardiff. highlights The project consisted of replacing the existing Daikin VRF System (net internal area of approximately 5,527m2). The 26 week project was a success, resulting in minimising future costs for our customer and improved water quality.

2.4 MW Oil Fired Boiler Replacement at The European School

Jaguar Projects were appointed to produce a full design and build package under the CDM remit for the existing outdated boiler plant at The European School, Oxfordshire. The system comprised of two decentralised boiler rooms supplying low pressure

hot water circulation.

A modern and energy efficient system was required, including the full installation of plate heat exchangers, oil fired boilers, circulation pumps, ventilation systems, BMS controls, heat metering, and expansion vessels. The project was completed in under 12 weeks. Our customer commented;

"Through proactive management and regular communication, Jaguar demonstrated their capabilities in delivering a critical project to the School. This was an outstanding project and I commend all involved for their tenacity to get the job delivered on time, within budget and to a high standard. I look forward to working on future projects with

Central Plant Replacement at 15 Adam Street, London

Jaguar."

Our team successfully secured the Central Plant Replacement project for JLL at 15 Adam Street. The project duration was 24 weeks, and consisted of Chiller (550KW), Boiler (250KW) and Flue replacements. A refurbishment of the Main AHU was also carried out, including replacements of the Supply & Extract Fan, BMS and Main Gas Pipework. The projects team also carried out a full electrical upgrade.





Richard George, Head of Projects



Our ever expanding Projects Team welcomed new Project Manager Darren Moss in December 2018

Health & Safety

Toolbox talks

On the 8th November 2018 the Jaguar Toolbox talk procedure was renewed. The reviewed procedures require all site teams to receive a minimum of one programmed talk per month.

Once a month, the Health & Safety team will send an email to Site Managers confirming the topic of the month. Site will also be provided with subject booklets from our E-Learning training provider, Safety Media.

All Toolbox talks are recorded on H&S F009 Toolbox talk Attendance Record. These should then be filed in the Health & Safety log book with a copy of the subject booklet. A copy of H&S F009 Toolbox Talk Attendance Record must be sent without fail to the Health & Safety Department by the 7th day of the following month.

Toolbox talks are mandatory, and returns are being monitored by the Health & Safety team as well as the Account Managers.

Please can all Site Managers/Supervisors set a diary reminder for each month to return your records.



If you have any queries on the Toolbox talk procedure, please contact Louise Davies, Health & Safety Manager and she will be happy to help

DDI: 0207 071 0721 Email: ldavies@jbs-ltd.co.uk

Asbestos Awareness

Talking of
Toolbox talks,
the first
month's
subject was
asbestos
awareness.
In November's
Toolbox talk
you would have
learnt that

asbestos is a



term for a group of minerals that are made of microscopic fibres, if breathed in these fibres can damage your lungs. Before its dangers were known, asbestos was often used in buildings for insulation, flooring, roofing and sprayed on ceilings and walls. It is now banned in the UK. Buildings constructed before the year 2000 may still have asbestos in them.

- Did you know Asbestos was not only used in buildings, it also had some very unusual uses back in the 30s, 40s & 50s:
- The material was used to make fake snow, which lots of people used in their homes as Christmas decorations. Large amounts of this fake snow were used on the film sets for the Wizard of Oz and White Christmas.
- In the film industry, asbestos was used by the stunt department in clothing such as fire suits. In fact, Hollywood star Steve McQueen was diagnosed with mesothelioma and sadly died in 1980, at just 50 years old. He was likely exposed to asbestos from fire suits during his racing and stunt days.
- It was also used to make filters for cigarettes, oven gloves and cooking mats.
 Most surprisingly asbestos was also used in toothpaste!

A special thanks

to...

Allan Taylor, Site Manager at 100 New Oxford Street, Neil Vincent, Site Manager for Nova tenants, Phil Algar, Electrical Technician at Citypoint and the Merchant Square Site Team. Read their stories below.



Neil Vincent, Site Manager for Nova tenants, (pictured above) has been recognised by his Account Management team, Luke Poole and Roger Starling.

Neil has gone above and beyond in providing assistance to other site teams, including managing the AW System and generating Monthly Reports at 1 Knightsbridge. Neil has shown great dedication and commitment and has therefore been commended by his management team. Fantastic work Neil!



The site team at Merchant Square, Alexandre Volovik, Stuart Johnstone & John Quarrell managed to control a full evacuation due to a gas leak.

The team were dedicated to assisting the public and ensuring everyone's safety until the early hours of the evening. The Estate Manager at Merchant Square commented; "The stand out message was the strength of our collective team and their hard work and dedication to Merchant Square – which was and continues to be invaluable to us."



Congratulations to Phil Algar, Electrical Technician at Citypoint who recently won Employee of the Month.

The building management team at Citypoint recognised Phil's dedication and hard work on site.



Huge congratulations and thank you to our Site Manager, Allan Taylor (pictured right) for all of the hard work that helped achieve the great result.

A day in the life of an Apprentice at Jaguar



We spoke to apprentice Jack Cook from Moor Place to find out what it's like to learn on the job at Jaguar



Jack is currently in his second year of a four year apprenticeship with Jaguar. We had a chat with Jack this month to find out what it's really like to be an apprentice in the industry.

Why did you choose an apprenticeship scheme?

I chose the apprenticeship scheme with Jaguar as I saw it as a great opportunity to learn in a practical environment. I also wanted to have experience in a role that was customer facing, to develop another set of skills whilst on the job.

What's a typical day for you?

My days are really varied! No two days are the same.

We have a lot of tenants within the building, and we are often called to attend various issues. Typically, my morning starts with plantroom checks, and I also check for any unfinished jobs from the previous day. I assist in completing PPM's, and support the site team in most other aspects of the job. It's a great all round experience!

Do you get much support from your team & Jaguar?

My Site Manager, Chris Cook is very supportive, and will often include me



What advice would you give to someone who wants to go into the industry?

I have found that the apprenticeship scheme has been a great opportunity to learn from experienced co-workers who have industry knowledge. I am learning every day and have enjoyed being in a team environment, and I would encourage anyone looking to become electrically qualified to do it this way.

My last piece of advice to anyone looking to become a Jaguar apprentice would be, don't be scared to unblock a toilet! It's part of the job!

We look forward to following Jack's journey with Jaguar, and wish him the very best of luck in his exams next year!

on any jobs that are particularly complicated in order for me to gain as much experience and knowledge as possible. I also receive support from Rob Clayton, Technical Assessor at Head Office who carries out my quarterly review, and Roger Starling my Senior Account Manager.

What's involved in the Apprenticeship Scheme?

Jaguar work in partnership with JTL who conduct quarterly review meetings to check how I'm getting on. I also complete a logbook which includes a range of technical elements – it's a great tool to revise from.

What's the best part of the iob?

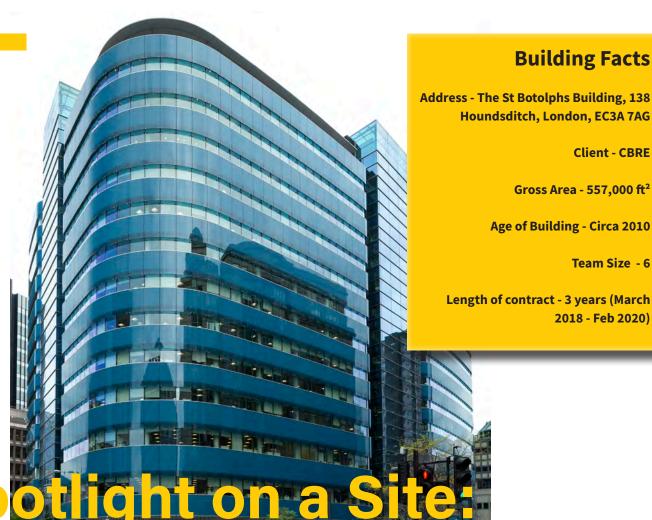
I really enjoy installations, using the BMS to check the health of the plant and systems, and learning how a building operates. We recently fitted new sockets in the reception area and it's a part of the job that I find really interesting. I have found that being so hands on is really valuable.

What are your plans once you have completed the apprenticeship?

I really enjoy working with the team here at Moor Place and would like to continue working within Jaguar. I am hopeful that I'll be offered a permanent position with the company when I have completed my apprenticeship.

"My top tip would be don't be afraid to unblock a toilet!"





St. Botolph



Introducing the team at St. Botolphs, Daniel McGarvey, Daniel Russell, Andrew Walker, Theo Angelidis, Tara Osborne & Marco Smargiassi.

Jaguar were awarded a 3-year contract at St. Botolphs back in January 2017. We visited site to meet the team and get an idea of what it's like to work in the building. The team, led by Danny McGarvey, Technical Services Manager were very welcoming. Danny joined the team in November 2018 and left behind his career in the Navy to harness his skills within the building services industry. Danny commented; "It has been great to be part of such a hard-working team who have welcomed me onboard. I am looking forward to 2019 with Jaguar."

Building Facts

Gross Area - 557,000 ft²

Age of Building - Circa 2010

Length of contract - 3 years (March

Client - CBRE

Team Size - 6

2018 - Feb 2020)

Houndsditch, London, EC3A 7AG

The lifts within the building are particularly impressive and are notable as soon as you approach the reception area. Danny advised that the lifts are serviced via a company from Germany, who travel to the UK specifically for the job!

Marco Smargiassi, Site Engineer at Jaguar transferred to St. Botolphs from 88 Wood Street in October 2018. Marco said; "It's refreshing to work in such a modern building. The only thing that can be tough occasionally is the shift pattern. However, we work as a team and everyone pulls together so if someone is struggling, there will always be someone who can help." Marco has settled in well and is now part of the furniture on site.



We learn a little more about our community at Jaguar, including our 2019 marathon runners.
Read their stories below

An InSite into our Community OnSite

Introducing Gary Raven Site Manager by Day, Radio DJ by Night!

Gary Raven, Site Manager at 80 Cheapside has been collecting Soul, Funk, Disco, Jazz, RnB and Soulful House music for over 30 years. He joined the Crackers Radio Show to share his passion for music with listeners over the country. Gary said;

"It's an addiction and passion that I love. The internet has allowed unknown music collectors and enthusiasts to join internet Radio stations to live their dream as a DJ. I've been doing internet radio for 5 years now to play and share the music that I love."

Join Gary live every Tuesday night from 7pm

until 10pm playing feel good music for your soul, 70's, 80's, 90's & the best in Nu Soul and Soulful House Music. Listen at

www.Crackersradio.com.

You can also listen to Gary's shows on the TuneIn Radio, Crackers Radio and Google Play Apps. He also uploads weekly shows to his Mixcloud -

www.mixcloud.com/gary-raven/.

Gary is looking for sponsorship to help run Crackers Radio, as the founder George Power of Crackers Radio sadly passed away last year.



Gary Raven, Site Manager at 80 Cheapside



2019 Marathon Runners



Lewis Atkins Site Manager at The Heron is running the 2019 London Marathon for Meningitis Research Foundation. To support him for this fantastic cause go to: www.justgiving.com/fundraising/ lewis-atkins1



Abbie Godbold Administrator at Moor Place will be taking part in aid of Whizz-Kids. To support Abbie in her quest to raise £800 visit: https://uk.virginmoneygiving.com/AbbieGodbold



Allie Waite Roving Administrator for Jaguar is running for Asthma UK. To help Allie get to her target, visit her fundraising page at: www.justgiving.com/fundraising/allie-waite



Chris Cook Site Manager at Moor Place will be running the Brighton Marathon for Pancreatic Cancer UK. To help him raise money for a great cause go to: www.justgiving.com/ fundraising/chris-cook34

If you have any stories you would like featured, please get in touch. Email Rebekka at: rgough@jbs-ltd.co.uk



Our Top Perks

Looking to save some money this year? We have tonnes of Perks at Jaguar, and many go unused. We have selected some of our favourite Perks to help you save on activities, meals out, gym memberships and much more for 2019.

We'll be bringing you the best finds to save you time on the app. To see all Perks visit:



www.perkbox.co.uk/goldcard/account/login

A MOVIE A MONTH FROM RAKUTEN TV

Here's your January entertainment sorted! Browse Rakuten TV's huge range of titles and rent any film worth up to £3.50 on the house

SAVE AT THE FOLLOWIING RESTURANTS

25% off at Loch Fyne
20% off at Bills
Save up to £5 on deliveroo
10% off at Pizza Hut, Ask Italian,
Pizza Express & Zizzi's
8% off JUST EAT takeaways
4% off Uber Eats

HALF PRICE CINEMA TICKETS

Film fans are spoiled for choice this year with fantastic new releases. Perkbox members are even more spoiled with special price tickets to Vue, ODEON, Cineworld, and Picturehouse cinemas across the UK!

SAVE UP TO 10% ON ALL APPLE PRODUCTS

Perkbox members get access to special pricing on Apple products including: Apple Watch, iPhone, iPad, iPod, MacBook, MacBook Air, MacBook Pro, iMac, iMac Pro, Mac Pro, Mac mini & Beats

SAVE 20% ON ASICS

Take your performance to the next level with Asics running shoes and sportswear. Shop online and save on high-quality athletic gear for men, women and children



40% OFF 42COURSES

42courses is an online learning platform like no other. Each short course plays like a game, mixing videos, images and stories to create a compelling way to learn. Courses include fitness, writing and entrepreneurship

Don't Forget!

Jaguar also support the Cycle to Work Scheme, Season Ticket Loans, Childcare Vouchers and also contribute towards the Workplace Pension Scheme. More information can be found on the Perkbox app. Alternatively, please contact our H.R. Department for further details.

Childcare Vouchers









Your Chance to Win

Answer our technical question and submit your answer to Rebekka by the 18th March via email to;

rgough@jbs-ltd.co.uk

All correct answers will be entered into a prize draw and picked at random. The winner will be informed via email and announced in the next issue.

Technical Question

I am a component found within an electrical system. I am a protective device used to provide the combined functions of an MCB and an RCD. What am I?

Work out the 4 separate phrases

HERRING

1

TRAVEL cccccccc



SMOKE

What would you choose?



There are 3 doors in front of you. You have to go through one of the doors. Behind the first door, a fire is raging; a gunman lurks behind the second one; behind the third one, there is a lion who hasn't eaten in 3 years.

Which door would you choose?

1		2		3	4		5		6	7
			8							
9							10			
11					12					
										13
14		15				16	17			
					18					
	19		20				21		22	
23										
24					25					
26								27		

Across

- 1 Fastened (4)
- 3 Scented (8)
- 9 Radioactive element (7)
- 10 Big (5)
- 11 Assists (5)
- 12 Cancer or Capricorn (6)
- 14 Ailing (6)
- 16 Junkie (6)
- 19 The East (6)
- 21 Rub out (5)
- 24 Go in (5)
- 25 Has ambition (7)
- 26 In motion (5,3)
- 27 Slender rod (4)

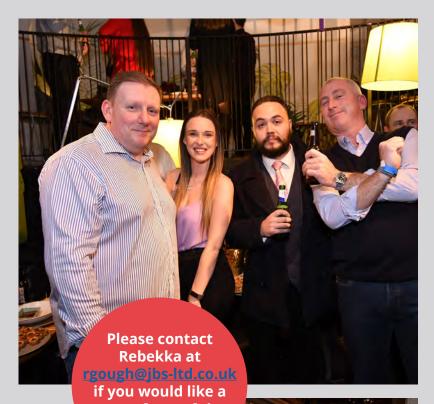
Down

- 1 Veracious (8)
- 2 Electronic communication (1-4)
- 4 Hostility (6)
- 5 Book size (5)
- 6 Gin and vermouth cocktail (7)
- 7 Profound (4)
- 8 Motor fuel (6)
- 13 Emphasised (8)
- 15 Fine wool fabric (7)
- 17 French channel port (6)
- 18 Capital of Canada (6)
- 20 Mistake (5)
- 22 Major blood vessel (5)
- 23 Bill of fare (4)

Jaguar's 2018 Christmas Party

We held our annual Christmas get-together at The Folly on Gracechurch Street this year.

It was great to see so many faces - including many new members of our team. A fantastic end to 2018!

























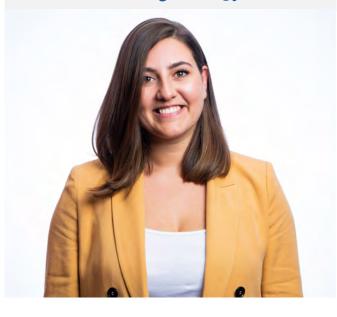


Vacancies

- BERKELEY SQ. HOUSE ELECTRICAL SHIFT TECHNICIAN
- GUARDIAN NEWS MEDIA SITE SUPERVISOR
- 5 MERCHANTS SQ. MECHANICAL ENGINEER
- CENTRE POINT SITE ENGINEER
- CENTRE POINT SITE SUPERVISOR
- FETTER LANE & PLOUGH PLACE SITE SUPERVISOR
- ALPHABETA BUILDING ELECTRICAL TECHNICIAN
- ROVING ENGINEERS ALSO WANTED TO JOIN OUR TEAM

Should you know of anyone to fill the above positions, please contact Grace Roberts.

Tel: 0207 071 0701 Email: groberts@jbs-ltd.co.uk





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Tel: 0207 071 0700

Email: enquiries@jbs-ltd.co.uk
Twitter: @JBSMaintenance

www.jbs-ltd.co.uk

Do you know someone who would like to join our team?

We are doubling our finders fee until the 31st March 2019.

£1,000 for non-technical positions and **£2,000** for technical, supervisory, or managerial positions. The fee is payable to you upon the new employee successfully completing their 3 month probationary period.

Quiz Answers

Work out the 4 separate phrases

1. Red Herring

2. Overseas travel

3. First aid

4. Go up in smoke

What would you choose?

Lions can survive for 1-2 weeks without food. If it's been 3 years since the animal's last meal, it is probably long dead. The door with the lion behind it will be the safest option.

Crossword

